

PRE-PLANNED UNIT DEVELOPMENT (PRE-PUD)

Application Requirements

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Deadline and Notes
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Applicant Signature Page & Meeting Form

DEADLINE: Submittals must be received by 4:00 PM each business day. Pursuant to Section 47-24.1(1), the Department will review all applications to determine completeness within five (5) business days. Applicants will be notified via email, if plans do not meet the submittal requirements and if changes are required.

FEES: All applications for development permits are established by the City Commission, as set forth by resolution and amended from time to time. In addition to the application fee, any additional costs incurred by the City including review by a consultant on behalf of the City, or special advertising costs shall be paid by the applicant. Any additional costs, which are unknown at the time of application, but are later incurred by the City, shall be paid by the applicant prior to the issuance of a development permit.

PRE-PUD

\$6,380.00

Page 1: Pre-PUD - Applicant Information Sheet

INSTRUCTIONS: The following information is requested pursuant to the City’s Unified Land Development Regulations (ULDR). The application must be filled out accurately and completely. Please print or type and answer all questions. Indicate N/A if does not apply.

NOTE: To be filled out by Department

Case Number	
Date of complete submittal	

NOTE: For purpose of identification, the **PROPERTY OWNER** is the **APPLICANT**

Property Owner’s Name	
Property Owner’s Signature	If signed agent letter provided, no property owner signature on application required
Address, City, State, Zip	
E-mail Address	
Phone Number	
Proof of Ownership	[] <u>Warranty Deed</u> or [] <u>Tax Record</u>

NOTE: If **AGENT** is to represent **OWNER**, notarized letter of consent is required

Applicant / Agent’s Name	
Applicant / Agent’s Signature	
Address, City, State, Zip	
E-mail Address	
Phone Number	
Letter of Consent Submitted	

Development / Project Name		
Development / Project Address	<u>Existing:</u>	<u>New:</u>
Legal Description		
Tax ID Folio Numbers (For all parcels in development)		
Request / Description of Project		
Applicable ULDR Sections		
Total Estimated Cost of Project	\$	(Including land costs)

Future Land Use Designation	
Proposed Land Use Designation	
Current Zoning Designation	
Proposed Zoning Designation	
Current Use of Property	
Residential SF (and Type)	
Number of Residential Units	
Non-Residential SF (and Type)	
Total Bldg. SF (include structured parking)	
Site Adjacent to Waterway	[] Yes [] No

Dimensional Requirements	Required / Permitted	Proposed
Lot Size (SF / Acreage)		
Lot Density		
Lot Width		
Building Height (Feet / Levels)		
Structure Length		
Floor Area Ratio		
Lot Coverage		
Open Space		
Landscape Area		
Parking Spaces		

NOTE: State north, south, east or west for each yard.

Setbacks/Yards*	Required / Permitted	Proposed
Front [____]		
Side [____]		
Side [____]		
Rear [____]		

Page 2: Pre-PUD Required Documentation

NOTE: The following information must be submitted a minimum of ten (10) days prior to the PUD pre-application conference. Staff will review the information for completeness within five (5) days of submittal, and notify the applicant if additional information is required.

The purpose of the PUD pre-application conference is to allow the applicant and staff to discuss the PUD review process, the proposed design concept of the development plan and how it complies with the conditions and criteria specified in ULDR Section 47-37, and the goals, objectives and policies of the City's Comprehensive, as they relate to the proposed development.

A. Provide a detailed narrative response to each of the following statements.
Narratives must be on letterhead with date, author, and page number indicated.

1. Explain the proposed design concept, including but not limited to the proposed site design, and how the proposed development relates to the existing uses and development in the surrounding area.
2. Describe how the proposed development incorporates planning initiatives that achieve unique or innovative development that would not otherwise be permitted under traditional zoning districts and development standards.
3. Describe how the proposed development is compatible with the use, height, size, yards and other aspects of the surrounding development or what aspects of the proposed PUD will mitigate any difference between the PUD and the development in the surrounding area.
4. Describe how the proposed development reintegrates the components of modern life including housing, workplace, shopping and recreation into compact, pedestrian-friendly, mixed-use neighborhoods linked by transit or pedestrian linkages or both set in a larger regional open space framework.
5. Describe how the proposed development encourages interaction with the street and with neighboring properties.
6. Describe how the proposed development uses land resources more efficiently through compact building forms, infill development, and moderation in street and parking standards in order to lessen land consumption and preserve natural resources.
7. Describe how the proposed development supports the location of stores, offices, residences, schools, recreation spaces, and other public facilities within walking distance of each other in compact neighborhoods that are designed to provide alternate opportunities for easier movement and interaction.
8. Describe how the proposed development provides a variety of housing choices to create a diverse community.
9. Describe how the proposed development supports walking, cycling, and transit as attractive alternatives to driving; provides alternative routes that disperse, rather than concentrate, traffic congestion; and lowers traffic speeds in neighborhoods.
10. Describe how the proposed development connects infrastructure and development decisions to minimize future costs by creating neighborhoods where more people use existing services and facilities; and by integrating development and land use with transit routes and stations.
11. Describe the long-term beneficial effects the proposed development will have, both upon the area of the city in which it will be located and upon the city as a whole.
12. Describe how the proposal meets any and all applicable goals, objectives and policies of the City's Comprehensive Plan and verify that any and all proposed uses are consistent with the Plan.
13. Provide a point-by-point narrative describing how the proposed project complies with Adequacy Requirements of ULDR Sec. 47-25.2.

B. Submit three sets of the following items as part of the Pre-PUD package.

Plan sheets should not exceed 24 X 36 inches in size.

1. Zoning and Land Use maps of all properties within a 700' radius.
2. Survey showing current conditions, site features, easements, subsurface and overhead utilities.
3. Photos (8x10 color) of existing conditions of all adjacent sites and streetscapes, and photo or depictions of development in the surrounding area.
4. Conceptual Site Plan indicating all properties and improvements within a minimum of one block from the project site, and showing existing and proposed buildings in a figure/ground format with a graphic distinction made between the existing and proposed structures. Indicate pedestrian and vehicular circulation paths including site access points and crossing points.
5. Site Plan with building footprints and ground floor plans for all proposed and existing buildings. Site Plan should graphically indicate and dimension all proposed site features, and provide the following basic project data in tabular format:
 1. Land Use designation(s)
 2. Zoning designation(s)
 3. Identification of area plan(s) if applicable
 4. Site area (square feet and acres; gross and net)
 5. Residential: number and type of proposed dwelling units
 6. Non-residential: gross floor area, and areas of each specific use
 7. Parking data: provide calculations based on each proposed use. Show and dimension all parking areas on plans
 8. Building footprint area at grade, total S.F. and as a percent of the total site
 9. Number of stories and floor plate sizes, GSF
 10. Building length
 11. Building height (expressed in feet above grade) for each major building element and any step back
6. Conceptual Floor Plans at grade and at each level where a step back is proposed. Label all proposed uses and dimension setbacks from property lines on all floor plans.
7. Conceptual Elevations, of all sides of all buildings, showing dimensions of all proposed setbacks and step backs and showing all proposed architectural features or treatments.
8. Provide the following graphics and ensure the proposed project is in scale with neighboring buildings and only existing or proposed structures are shown in all renderings.

To ensure that graphics accurately portray the project in scaled proportion to its surroundings, provide a vertical benchmark (power pole, adjacent building, etc.) and indicate the measurements for comparison.

In addition, include the following verification statement on all provided renderings: "This 3-dimensional representation of the proposed development is true and accurate relative to the height, width and length of any adjacent or proximate existing structures.

1. Provide aerial oblique perspectives of the project in context with adjacent properties and surroundings, from opposing views. Show clear and accurate 3-dimensional views in context with the surrounding area indicating building outlines.
2. Provide a context plan of general area indicating proposed development and outline of all nearby properties with structures outlined, and uses and heights labeled. On context plan, indicate and dimension all setbacks, drive isles, public sidewalks, crosswalks, and bus stop(s).
3. Provide context elevations (north/south and east/west) indicating proposed project and nearby properties, including those across adjacent streets and/or waterways. Dimension the height, length, and width of all structures, setbacks, drive isles, landscaping, etc. in order to ascertain the relationship the proposed development will have on the adjacent residential neighborhood and surrounding properties.
4. Provide project cross sections clearly indicating how the proposed development will interact with the surrounding properties, showing all adjacent structures and street profiles including the relationship to all across street structures. Sections should be provided anywhere significant variations in the pedestrian street experience will occur. Sections should identify any on-street parking, bulb-outs and landscape areas including dimensions.
5. Provide pedestrian-level perspective renderings including treatment improvements, public spaces, landscaping, etc. as viewed along adjacent right-of-ways.
6. Provide detail of ground floor elevations with scale no less than 1/4" = 1'. All pertinent details (awnings, windows, etc.) should be dimensioned. Include specifications, and/or photographic examples of proposed materials.
7. Provide a shadow study indicating shadows at 9 am, 12 pm, and 4 pm for the Winter Solstice (December 22) and Spring Equinox (March 21). Indicate property lines and indicate shadow spillover beyond property lines. Study must be in context and scale with the surrounding area, and should show adjacent lots, streets, neighboring buildings, pools, etc. Indicate if any parks or open space will be impacted.

